



Dover/Kent County Metropolitan Planning Organization

P.O. Box 383, Dover, Delaware 19903

(302) 760-2713 FAX: (302) 739-6340

<http://doverkentmpo.org>

DOVER/KENT COUNTY MPO TECHNICAL ADVISORY COMMITTEE AUGUST 8, 2007 MINUTES

Technical Advisory Committee Representatives attending:

Scott Koenig, City of Dover/Public Works (Chair)
David Edgell, Office of State Planning (Vice-chair)
Sarah Keifer, Kent County Planning
Heather Keegan, DE Economic Dev. Office
Suzanne Reph, Transp. Mgmt. Assoc. DE

David Hugg, Town of Smyrna
Greg Oliver, DeDOT Planning
Cathy Smith, Delaware Transit Corporation
Milton Melendez, DE Dept. of Agriculture

Members not attending:

Tim Riley, Kent Conservation District
Anne Marie Townshend, City of Dover/Planning/Insp.
Florence Bicchetti, Federal Transit Admin.
Taylor, DE Motor Transport Assoc.
Louis Lombard, Dover Air Force Base

Phil Wheeler, DNREC
Rick Crawford, Norfolk Southern
Tashia Clemons, Federal Highway Admin. Jack
Gary Norris, City of Milford

Non-members attending:

Earle Timpson, DeDOT Finance
Richard Kautz, Sussex County Planning
Lorraine Loere, LogistiCare Delaware
Juanita Wiczoreck, MPO Staff
Catherine Samardza, MPO Staff

Melissa Wagner, DeDOT Finance
Mike Mahaffie, Office of Management & Budget
Brad Groznik, Dover Post
Daniel McNulty, MPO Staff
Joshua Waltz, MPO Staff

1. Introduction of Members & Guests
2. Public Comments
3. **ACTION ITEM: Approval of Agenda**

Ms. Wiczoreck noted that Ms. Keifer requested that Item #7, a presentation on the Kent County Comprehensive Plan, be moved to Item #9, Agency Reports.

MOTION By Mr. Edgell to approve the agenda with the requested change. Seconded by Mr. Melendez.
Motion carried.

4. **ACTION ITEM: Approval of Minutes/April 11, 2007 Meeting**

MOTION By Mr. Oliver to approve the minutes as submitted. Seconded by Ms. Dennis. Motion carried.

5. **ACTION ITEM: Proposed Kent County Coordinated Transit/Transportation Plan - C. Smith, DTC**

Ms. Smith gave a presentation that explained the Federal legislative requirement for agencies receiving federal funds to provide transportation services to review and coordinate those services. She reported that 11 agencies were identified as receiving federal monies. The MPO coordinated the meetings and information exchange for the project. Ms. Smith also reviewed the three federal programs: 5310, 5316 and the new 5317. Ms. Smith asked the TAC to recommend that Council endorse the draft Transportation Plan and include the Plan in the MPO Long Range Transportation Plan.

Ms. Wiczoreck noted that Joe Watson of DTC had written the Plan and that the MPO asked him to remove the seat capacity analysis in the plan because it does not accurately reflect the reality of the seating capacity. She felt that this issue should be explored further, as the Plan is to be updated yearly. Ms. Dennis responded that that was a good suggestion.

MOTION By Mr. Edgell to recommend that Council endorse the draft Kent County Coordinated Transit/Transportation Plan and include it in the MPO Long Range Transportation Plan.
Seconded by Ms. Dennis. Motion carried.



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6. ACTION ITEM: Proposed Update of Population Estimates for the Dover/Kent County MPO Region - J. Wieczoreck

Ms. Wieczoreck reviewed the history of the work being done to update the estimates by Ed Ratledge at the University of Delaware. The TAC reviewed the material illustrating the proposed distribution. Ms. Wieczoreck informed the TAC members that action endorsing this material and agreeing to move forward with it was needed to move on to the next phase of work.

There was some discussion concerning the estimates and methodology. Mr. Hugg was concerned that the New Castle County portion of Smyrna was not included. Mr. Mahaffie stated that the Dover/Kent County MPO should coordinate with WILMAPCO on that area. It was agreed that the methodology should be the same, but TAC members felt that, as this area is part of the D/KC MPO, it should be done here, not as part of New Castle.

MOTION By Mr. Edgell to recommend Council endorse the proposed estimates and their distributions among various County divisions as input to the larger TAZ project that the University of Delaware is working on. Seconded by Mr. Oliver. Motion carried.

7. PRESENTATION: Kent County Comprehensive Plan Update Progress - S. Keifer, Kent County Planning
MOVED TO ITEM #9

8. PRESENTATION: Changes to the FY 2006-2009 Transportation Improvement Program Based on the FY 2008 Bond Bill - E. Timpson, DelDOT

Mr. Timpson noted that the changes to the TIP were required due to the difference in DelDOT's submitted budget and the Bond Bill that was passed. There is \$60 million less in State funds. Four projects were deleted from the Capital Transportation Program, but none in Kent County. Most of the changes being requested are administrative, and no amendment is necessary. Two projects will require amendments. Ms. Wieczoreck reminded the TAC that the D/KC MPO is not yet SAFETEA-LU compliant because a Public Participation Plan is not in place; the necessary amendments will be presented in November, after the Plan has been adopted.

9. Member Agency Reports:

City of Dover / Planning / Public Works – Mr. Koenig reported that the signal project in Dover is now at Queen and Loockerman Streets; it moves next to Loockerman and State Streets. The business district is upset because the schedule has slipped. Repaving is going on in the Capitol Complex and local subdivision streets. The Eden Hill Medical Complex is under construction, and the plans for the residential section are being finalized. The old ice plant site is becoming a daycare facility. Walgreen's construction is underway, and Commerce Bank will be under construction soon.

Kent County / Planning – Ms. Keifer reported that staff is drafting the updated Comprehensive Plan and hope to have a complete draft by September. She expects it to be adopted by the new year.

Soil Conservation – NO REPORT

Dover Air Force Base – NO REPORT

Municipalities / Smyrna - Mr. Hugg reported that Smyrna has expanded downtown parking to 50 more slots. In addition, some informal pathways through downtown are being formalized. The US13 Corridor Project Phase I landscaping from Belmont Hall to Lake Como has begun. Smyrna will be receiving 1,000 trees from the Forestry Department. Ms. Wieczoreck reported that she wrote to DelDOT asking that they coordinate with the tree planting project, but had not yet received a response. Mr. Hugg also noted that Smyrna has received money for trail development.

Milford - NO REPORT

Norfolk Southern – NO REPORT

Delaware Motor Transport Association – NO REPORT

Federal Highway Administration / Federal Transit Administration - NO REPORT

TMA DE – Ms. Reph reported that TMA DE was wrapping up the Ozone Action Partnership for the season. They are applying for grants for next year's Ozone Action. TMA is administering a free bicycle program for foreign students in Sussex County. Additional funding is needed as Kent and New Castle counties want to participate in the bicycle program. The TMA has distributed surveys to discover what incentives will encourage commuters to use transit. The annual meeting will be held in September.

State of Delaware: DelDOT Planning – NO REPORT

DTC – Ms. Dennis reported that September hearings for the December changes have been scheduled.



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DTC is also reviewing the "Pulse" system, where all the buses come into the hub and leave at the same time for transfers. The review was triggered by demographic changes.

DNREC / DEDO / Agriculture – NO REPORT

Statewide Planning – Mr. Edgell reported that OSP is working on an annual report for the Cabinet committee; it dovetails with the population projection project. Mr. Hugg asked how this fit with the Treasurer's report, which included population estimates. Mr. Edgell said that OSP had been in contact with the Treasurer's Office, but that information was not part of their report. Mr. Hugg said that he found the Treasurer's report had good information regarding transportation and needs of the elder community.

Sussex County – Mr. Kautz reported that Sussex County is working with DeIDOT on the CHSTP. The mobility element of the Comp Plan should be out for review by the end of September/early October.

10. Staff Report – J. Wieczorek

10.1 UPWP Progress & Financial Reports

10.2 Correspondence & Publications/Reports

Ms. Wieczorek reported that 28 people attended the DE 8 public workshop. For the North Dover Study, four (4) scenarios are being modeled by the consultant. The proposed civic center and a new shopping center are included in the modeling.

The MPO is currently not SAFETEA-LU compliant. Originally the MPO was told by FHWA personnel that it had until 2009 to develop a Public Participation Plan and still be in compliance with SAFETEA-LU. Due to personnel changes at FHWA, that determination has changed. The MPO is working on the existing Public Participation Policy to draft a Public Participation Plan. The plan will go out for public comment in September for a 45-day public comment period.

Ms. Wieczorek also reported that the MPO has two (2) projects that need to be started. The first is the Public Education project, which is for the public and local governments, including citizen planner. The project will help bring the University of Delaware courses that are offered to lower Delaware, as well as the programs the MPO administers, such as the Walkable Communities Workshops. She noted that Mr. Norris had volunteered to chair a committee to work on this, and asked if anyone wanted to volunteer; there was no response.

The second project is support for regional planning projects. There is \$40,000 in federal funds to help with these projects, but criteria need to be developed to qualify them.

11. Next Meeting: October 10, 2007

MOTION By Ms. Keifer to adjourn the meeting. Seconded by Mr. Oliver. Motion carried.